

## PROCEDURES & CONDITIONS

1. **Contract must be signed for User Group Categories B, C and D. These groups cannot use any school facilities unless there is a signed contract in place.**
2. The user will ensure that adequate adult supervision is provided at all times and that all activities are conducted in a safe manner.
3. The user shall ensure that only the designated entrance for the activities is used. The entrance shall be locked at all times unless a monitor is stationed at the door. The user shall also ensure that only the portion of the school approved for use of the applicant is used. Individuals shall not be allowed to wander throughout the school in unauthorized areas.
4. School equipment of any kind shall not be used without the expressed written permission of the principal. All equipment, such as basketball winches, must be operated by a responsible adult. Equipment that is moved must be returned to its original position and due care of the floor must be exercised.
5. The user shall obey all fire safety regulations including: following all posted capacity limitations, obeying all fire alarms to vacate the building, and keeping all fire lanes around the building free of parked cars.
6. The display of posters and decorations shall conform with the requirements of the Office of the Fire Marshall and must be approved by the Principal.
7. **Consumption of alcoholic beverages is prohibited on school premises unless approval is obtained, in writing from the Superintendent, at least two weeks in advance of the activity and copies of the required license issued by the New Brunswick Liquor Licensing Board is submitted.**
8. Tobacco use is prohibited in and around school buildings as per the Tobacco-Free Schools Policy, Policy 702.
9. **Bingos, lotteries and other games of chance shall be prohibited on school premises unless approval is obtained, in writing from the Superintendent, at least two weeks in advance of the activity and copies of all required licenses are submitted.**
10. When keys to the school facility have been provided to the user, the supervisor of the event will be responsible for maintaining the keys in his /her possession at all times, ensuring the facility is securely locked after use, the alarm is set, and the keys are returned as agreed.
11. Schools closed due to inclement weather or other unforeseen circumstances, shall also be closed for all rentals. Rental groups will receive a credit for all cancellations due to these reasons.
12. .All cancellation notices by the user must be received at least 48 hours in advance by notifying the school. Failure to do so will result in applicable rental charges.
13. Additional fees will be applied to all rentals requiring custodial services for opening or locking the school, extra cleaning duties or responding to false security alarms. Custodians can only be paid through District Office.
14. User must ensure no food or drinks are used in gyms or theatres and only proper footwear is to be worn in the gym area. Damage resulting from this procedure not being followed may lead to cancellation of rental privileges and/or charges for clean-up/repairs.
15. The Superintendent or Principal may set additional conditions as the situation warrants.
16. Rental contracts may be cancelled immediately and future privileges suspended if any of the procedures listed above are not adhered to and the District shall not be held liable for any claims arising out of such cancellations.

17. In the case of an emergency, e.g. flooded toilet, broken window, alarm going off, the user is to contact the District answering service at 658-5300 and the proper individuals will be notified.

\_\_\_\_\_  
Signature on behalf of user

\_\_\_\_\_  
Date

**NOT VALID UNLESS SIGNED BY BOTH PARTIES**

\_\_\_\_\_  
School Administrator or Delegate

\_\_\_\_\_  
Date